



VA
HEALTH
CARE | Defining
EXCELLENCE
in the 21st Century



USAJOBS®

Application Instructions



St Cloud VA Health Care System

Human Resources

Phone (320) 252-1670 ext. 6301



Updated July 2015



USAJOBS® is the federal government's official job search website which provides access to vacancy announcements from all federal government agencies.

www.usajobs.gov

The following pages will assist you in navigating the process to apply for open vacancy announcements using **USAJOBS®**. If this is your first time using **USAJOBS®** please allow several hours to get your application information together within **USAJOBS®**. It is highly recommended to prepare an account with **USAJOBS®** prior to searching for open positions. In addition, we highly recommend you use a practice job application as a tool to gather and organize your personal, employment and education information prior to using **USAJOBS®** to make the process smoother for you.



Please read this guide thoroughly before attempting to apply for any open vacancy announcements.



For additional resources:



Performance Based Interviewing

<http://www.va.gov/pbi>

Find tips on preparing for an interview or tips for conducting an interview



My Career@VA

www.mycareeratva.va.gov

MyCareer@VA is an interactive, online career development experience that empowers you to create a personalized career plan. Using the website's five custom-built tools, you can achieve new professional goals, hone your skills, and map a personalized path.





The Federal Job Search — The Five Step Process

Step 1 – Create your Account or Log into your account..... Page 4

Set up “My Account” within **USAJOBS®** to:

1. Build your federal résumé
2. Upload additional required documents
3. Search & apply for federal jobs
4. Track your federal job application(s)

Step 2 – Searching for Jobs..... Page 11

Step 3– Saved Searches..... Page 12

Step 4– Saved Jobs..... Page 13

Step 5– Applying for open positions..... Page 14

Additional Resources:

- Appendix A — The Federal Résumé Page 23
- Appendix B — What is Required in the application packages Page 24
- Appendix C — Different methods of applying..... Page 25
- Appendix D — Resources Page 27

Step 1 – Creating an account or Logging into an existing account

To expedite the application process, candidates should create their **USAJOBS®** account prior to beginning their applications. To do so, follow the steps listed



Begin the process by signing into your **USAJOBS®** account or if you do not have an account you will want to create one.

**** REQUIREMENT****

You must have an account established before building résumés and applying for any open positions.

Note:

- You will be prompted to edit your username if it is not unique.
- Your password must contain a special character, a number and be at least 8 characters in length.
- Document your username and password for future reference!

Basic Profile Information

To create an account you must enter some basic personal information.

Complete all require fields indicated by a red asterisk (*)

The image shows the 'Profile' page on the USAJOBS website. The page has a sidebar on the left with links for Resumes, Saved Searches, Inbox (1), Saved Jobs, Saved Documents, and Application Status. The main content area is titled 'Profile' and contains several sections: 'Legal Name' with fields for Prefix, First Name (marked with a red asterisk), Middle Name, Last Name, and Suffix; 'Address' with fields for Address 1 (marked with a red asterisk), Address 2, Country (set to United States), Postal Code (marked with a red asterisk), City/Town (marked with a red asterisk), and State/Territory/Province (set to Minnesota); 'Telephone' with fields for Telephone 1 (marked with a red asterisk), Telephone 2, and Telephone 3; and 'Email' with fields for Primary Email Address (marked with a red asterisk) and Secondary Email Address. A red arrow points from the text 'Complete all require fields indicated by a red asterisk (*)' to the 'First Name' field. At the bottom of the form are 'Cancel', 'Save', and 'Next' buttons. A note at the bottom states: 'Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.'

USAJOBS® My Account Area

Home Search Jobs My Account Resource Center

USAJOBS®
"WORKING FOR AMERICA"

Keyword: Location: Search
Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country
Advanced Search >

My Account

- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

Last Login: 10/19/2012 04:30 PM ET
Last Profile Update: 01/10/2012 03:56 PM ET

Edit Profile

Did You Know?

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

In your **USAJOBS®** account you can:

- Build or Upload a new **Résumé**
- Upload and Save **Documents** required to support your application
- Check your **Application Status**
- Create **Job Search Agents**
- Review any **Saved Jobs**

Once you've created your account and filled out the basic profile information, you can now build a résumé. From your "My Account" page, click "Résumés".

Home Search Jobs My Account Resource Center

USAJOBS®
"WORKING FOR AMERICA"

What: Where: Radius: 20 miles
Advanced Search >

My Account

- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Rhonda
View | Edit | Delete | Renew
Status: Searchable
Make Non-Searchable
Expiration Date: 10/8/2013
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Build New Resume **Upload New Resume**

You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#) [What to Include](#)

The "Build New Résumé" option allows you to create a résumé using the **USA-JOBS®** Résumé Builder.

The "Upload New Résumé" option allows you to upload your own résumé(s) from your computer, flash drive, etc.

Note: You may store a total of 5 résumés, allowing you to customize résumés based on your job search.

For additional information and guidance on building a federal résumé, see Appendix A.

After selecting "Build New Résumé", you will be redirected to the "Experience" section of the **USAJOBS®** Résumé Builder. If you do not have work experience, click on "Next" to continue.

To build your work experience, you should:

- Click on "Add Work Experience" and a pop up box will appear.
- Complete all required fields indicated by a red asterisk *.
- Use "Spell Check" to ensure correct spelling of the information you have entered.
- Once complete, click "Save Work Experience".
- To add additional work experience, simply click "Add Work Experience" and repeat the steps above.
- When you have entered all your work experience, click "Next" to move to the next section.

The next section you will see is "Education." If you do not have any education to submit, click on "Next" to continue.

To build your Education, you should:

- Click on "Add Education" and a pop up box will appear.
- Complete all required fields indicated by a red asterisk *.
- Use "Spell Check" to ensure correct spelling of the information you entered.
- When finished, click on "Save Education".
- To add additional Education, simply click "Add Education" and repeat the above steps.
- When you have entered all your Education, click "Next" to move to the next section.

The third section allows you to enter either professional or personal references. You may enter and save up to 5 references. You do not have to provide references at this point unless you want to. (References will be needed at interview.)

If you do not want to provide references at this time, click in the box next to "References available upon request" or click "Next" to move to the next section of Résumé builder.

To add a reference;

- Click "Add reference".
- Complete all required fields as indicated by a red asterisk*.
- Indicate if this is a personal or professional reference.
- Once complete, click "Save Reference."
- To add additional references, repeat the steps above.

The fourth section you will see is "Other". There are no required fields in this section but you have the opportunity to provide information associated with:

- Any Job Related Training you have completed.
- Language Skills you may have.
- Any Specific Organizations or Affiliations that you are a member of.
- Any Professional Publications.
- Any Additional Information that you want potential employers to be aware of.
- *Make sure to use "Spell Check" to check your entries when within each category.*

When you have completed the "Other" section, click "Next" to move to the final section of the Résumé Builder.

USAJOBS
WORKING FOR AMERICA

Home Search Jobs My Account Resource Center

Welcome Test! | Sign out

Search Jobs Where: Advanced Search

Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

Preview and Finish

[Print Resume](#) [Email Resume](#)

Test User
Day Phone: 123456789
Email: usajobs3.0@opm.gov

Work Experience:

Test Test, At, US	10/2011 - Present Hours per week: 45
-----------------------------	--

Test
Building resumes, uploading resumes, saving resumes, searching for jobs, applying for jobs

Education:

Test University Test, AL, US Master's Degree
--

Job Related Training:

Resume building 101, completed 9/15/2011
--

References:

Test Phone Number: 222-222-2222 Email Address: Reference Type: Professional	John Smith Phone Number: 222-222-2222 Email Address: Reference Type: Professional
---	---

[Previous](#) [Finish](#)

The final section allows you to Preview and Finish your résumé.

You also have the options to either print your résumé or email your résumé.

- Review all information for accuracy.
- Click "Previous" to edit any information.
- Click "Finish" to complete your résumé.

Once you have finished building your résumé, you will be redirected to the Résumés page and can view, edit, duplicate, or delete previously built résumés. You can also change the status of your built résumé from "Non searchable" to "Searchable" by clicking on the "make Searchable" link. You can change your résumé status back to Non searchable at any time by clicking the "Make Non-Searchable" link.

To upload a résumé from a different location, click "Upload New Résumé." This option can also be used from the Résumés tab.

USAJOBS
WORKING FOR AMERICA

Home Search Jobs My Account Resource Center

Welcome Rhonda! | Sign out

What: Where: Radius: 20 miles Advanced Search

My Account

- Resumes**
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Rhonda
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Status: Searchable
[Make Non-Searchable](#)
Expiration Date: 10/9/2013

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#) [What to Include](#)

Résumé Uploading within USAJOBS®

Once on the Résumé Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, pdf, png, gif, jpg, jpeg, etc.).

You are also able to view a "Sample Résumé" and tips on "What to Include" in your résumé.

To upload your résumé, you are required to enter a résumé name. You will need to enter a name for each additional résumé you upload as well.

Click "Browse" to select the résumé you wish to upload and once you have selected the document, click "Upload".

After a successful upload, you will return to the "Résumé" page where you can view or delete your uploaded résumés.

You can also change the status of your uploaded résumé(s) from Non-Searchable to Searchable by clicking on the "Make Searchable" link.

You can change the status back to Non-Searchable by clicking on the "Non-Searchable" link.

If you need additional assistance please review the Tips area within the Résumés page.

This area will provide a good example of what a résumé should look like and the type of information to include within your résumé.

Saved Documents within USAJOBS®

The “Saved Documents” section allows you to upload and store additional documents you may need for your application package such as:

- School Transcripts
- Veterans Preference Documents
- DD214(s)
- Certification Certificates
- SF-15
- Schedule A Letter
- Etc.

To upload a document:

- Name your document for easy identification. Make sure the name and type match and are accurate.
- Select what type of document you are uploading in the drop down menu.
- Click “Browse” to locate your document.
- Once your document is selected, click “Upload”.
- Your document will appear in this section for future use.
- Depending on different scanner capabilities, multiple pages may be uploaded in one document (example: transcripts).

USAJOBS®
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center

Welcome Rhonda! Sign out

What: Where: Radius: 20 miles

Advanced Search

My Account

- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents**
- Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Encrypted and digitally signed documents cannot be saved. Agencies will contact you for official copies of documents.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document	Document ID	Date Uploaded
Document 1	DD-214 - DD-214-1	3/30/2012
Document 2	DD-214 - DD-214-2	3/30/2012
Document 3	DD-214 - DD-214-3	3/30/2012
Document 4	DD-214 - DD-214-4	3/30/2012
Document 5	DD-214 - DD-214-5	3/30/2012
Document 6	SF-50 - SF-50	4/9/2012
Document 7	OF-306 - OF-306	4/9/2012

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Please enter a name for this attachment (100 characters max)

Document Type: Select Document:

You have saved 7 of 10 possible documents. You are able to upload and store 10 documents to your My USAJOBS account.

Tips:

Browsers:
Select a file stored on your computer to include in your Saved Documents.
Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCK).

Views:
Click on the attachment name to view the document.

Deletes:
Permanently remove your attachment from USAJOBS.

**It is now time to search for current open vacancies.
Please continue through the next few pages to find open jobs.**

Step 2 – Searching for Jobs (Basic Search)

From the **USAJOBS® main web page** you can perform a local search by entering "St. Cloud, VA" in the "**keyword**" field (shown below).

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS®
"WORKING FOR AMERICA"

Keyword: St. Cloud VA Location: City, State, ZIP Code, or Country

☐ U.S. Citizens ☒ Federal Employees Search Advanced Search >

Individuals with Disabilities | Veterans | Students and Recent Graduates | Senior Executives

New USAJOBS Advanced Search
We heard from you and we enhanced our search to better meet your needs! Want to learn more about the new Advanced Search? [read more](#)
[view all spotlights](#)

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USAJOBS.gov

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

Use the "Federal Employees" only if you are a current or former federal employee, a Veteran with preference, or using a certain Hiring Authority, such as Schedule A.

Remember to log into your account **before** searching for jobs.

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS®
"WORKING FOR AMERICA"

Keyword: St. Cloud VA Location: City, State, ZIP Code, or Country Search Advanced Search >

You are currently searching on:
Keyword: St. Cloud VA Remove
Sorted By: Job Title Remove

Refine Your Results By:
Who May Apply:
☐ U.S. Citizens
☒ Federal Employees
Salary
Pay Grade
Job Categories
Location
Department and Agency
Work Schedule
Posting Date
Exclude These

You can also:
Save This Search
Get RSS Feed

1 to 25 of 27 results

Sort By: Job Title
Relevance
Open Date
Close Date
Agency
Job Title
Salary Minimum
Salary Maximum

Advanced Practice Nurse - Extended Care and Rehab
...health related positions in VA are covered by Title 38, and...This position is located at the St. Cloud VA Health Care System which is...4648FFType=2;Working for the Department of Veterans Affairs offers a comprehensive benefits...
Salary: \$65,813.00 - \$111,744.00 / Per Year
Series & Grade: VN-0610-00/00
Location(s): Saint Cloud, Minnesota
Open Period: 12/12/2013 to 12/26/2013
Announcement Number: BA-14-1012745-MDW
Department: Department of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Position Info: Full Time - Excepted Service Permanent
Who May Apply: United States Citizens

Advanced Practice Nurse-Mental Health
...4648FFType=2;Working for the Department of Veterans Affairs offers a comprehensive benefits...please visit us at http://www4.va.gov/JOBS/Job_Benefits/benefits...his position is located at the St. Cloud VA Health Care System which is...
Salary: \$65,813.00 - \$111,744.00 / Per Year
Series & Grade: VN-0610-00/00
Location(s): Saint Cloud, Minnesota
Open Period: 12/18/2013 to 1/2/2014
Announcement Number: BA-14-1016621-MB
Department: Department of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Position Info: Full Time - Excepted Service Permanent
Who May Apply: United States Citizens

Chaplain (CPE Supervisor)
...Come join the Department of Veterans Affairs, where the men...Supervisor at the Department of Veterans Affairs Medical Center in St. Cloud, MN. The CPE supervisor...exemption;Benefits: Department of Veterans Affairs employees receive...
Salary: \$68,809.00 - \$99,450.00 / Per Year
Series & Grade: GS-0060-12/12
Location(s): Saint Cloud, Minnesota
Open Period: 12/4/2013 to 12/18/2013
Department: Department of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Position Info: Full Time - Excepted Service Permanent
Who May Apply: United States Citizens

You can refine your search by selecting an item from the Sort By drop down menu.

For example, if you want to see a list of positions that are closing soon then select "Close Date" and **USAJOBS®** will refine your search.

Step 3- Saved Searches within USAJOBS®

Click on "Saved Searches"

Click on "create new search" .

The screenshot shows the USAJOBS 'My Account' page. On the left is a sidebar with links: My Account, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area is titled 'Saved Searches' and includes a 'Create a new saved search' button. Below this, it states 'You have created 0 of 10 possible saved searches.' There is also a section titled 'Tips on Managing Your Saved Searches' with instructions on View, Edit, Delete, and Renew.

Define your search using the fields provided as shown to the left.

The screenshot shows the USAJOBS search criteria page. It has a header with navigation links and a 'Welcome Alyssa! | Sign out' button. Below the header, it says 'Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.' There are two links: 'Show: All Expanded' and 'All Collapsed'. The main section is titled 'Keywords' and has a 'Search for:' dropdown menu set to 'All of these words'. Below this are two input fields: 'But none of these words:' and 'Search by Job Title:'. There are several expandable sections: 'Salary or Pay Grade', 'Occupational Series or Job Category', 'Location', 'Department and Agency', 'Type of Work or Work Schedule', 'Posting Options', and 'Additional Search Options'. At the bottom, there is a section titled 'Who May Apply' with a list of eligibility criteria.

Select whether or not you fall in to the listed categories

Title your search

Choose how you want to sort your results & how often you'd like to receive email notifications. (NOTE: It is recommended to select to receive notifications daily.)

Save Search

The screenshot shows the 'Additional Search Options' section of the USAJOBS search criteria page. It has a blue header 'Additional Search Options'. Below it is a section titled 'Who May Apply' with a list of eligibility criteria. There are three radio buttons for 'Are you:'. The first is 'No - I do not fall into one of these categories and only want to see jobs open to the general public.' The second is 'Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.' The third is 'Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.' Below this is a 'Save this search' section with a 'Name your Saved Search:' input field, a 'Sort Results By:' dropdown menu set to 'Relevance', and a 'How often do you want to receive email notifications to your primary email address?' section with radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Never - don't email but save for later'. At the bottom are three buttons: 'Save Search', 'Save and View Results', and 'Reset Form'.

Step 4- Saved Jobs within USAJOBS®

Open a job announcement for the position you wish to view at a later date.

Click on "Save Job".

The screenshot shows the USAJOBS website interface. At the top, there's a navigation bar with links like Home, Search Jobs, My Account, Resource Center, and Support. Below this is the USAJOBS logo and a search bar. The main content area displays a job announcement for the Department of Veterans Affairs (VA). The job title is "Advanced Practice Nurse-Mental Health Outpatient". The job announcement number is BA-15-KAE-1435013-BU. The salary range is \$70,538.00 to \$119,635.00 per year. The open period is from Tuesday, June 16, 2015, to Friday, June 26, 2015. The series and grade is VN-0610-00. The position information is Full Time - Excepted Service Permanent. The promotion potential is 03. The duty locations are Saint Cloud, MN and United States Citizens. The who may apply section lists United States Citizens and Not Applicable. The security clearance is Not Applicable. The supervisory status is No. The job summary is Vacancy Identification Number: 1435013. On the right side, there's a sidebar with a "Deck" section containing buttons for "Go to section of this Job:", "Apply Online", "Print Preview", "Save Job", and "Share Job". A red arrow points from the "Save Job" button in the sidebar to the "Save Job" button in the main content area.

Once you have saved the job, you may view it at any time by going back to your account home page, and clicking on "Saved Jobs".

The screenshot shows the USAJOBS website interface, specifically the "My Account" page. The left sidebar contains links for "My Account", "Profile", "Resumes", "Saved Searches", "Inbox", "Saved Jobs", "Saved Documents", and "Application Status". The main content area displays a message: "Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your Application Status page. Click on column heading to sort by that column." Below this message, it says "You have saved 1 of 25 possible jobs." There is a search bar and a table showing the saved jobs. The table has columns for "Date Saved", "Job Title", "Organization", and "Closing Date". The first entry is for the "Advanced Practice Nurse-Mental Health Outpatient" position, saved on 06/22/2015, with a closing date of 06/26/2015. There are buttons for "Delete" and "Share job with a friend" next to the job title. A red arrow points from the "Saved Jobs" link in the sidebar to the "View" button in the table. Below the table, there's a "Notification Settings" section with a checkbox for "When jobs I have saved are scheduled to close in three calendar days."

Each saved job will appear in the middle of your screen after selecting "Saved Jobs". You may save up to 25 jobs in your account.

Step 5– Applying for the Open Vacancy

The screenshot shows the USAJOBS search results page. On the left, there's a 'Refine Your Results' sidebar with filters for 'Jobs for U.S. Citizens', 'Jobs for Federal Employees', and 'You Added ...'. The main content area displays search results for 'Housekeeping Aid'. A red box highlights the job title 'Housekeeping Aid' in the search results list. A red arrow points from this box to a callout box on the right.

Housekeeping Aid

To fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to veterans? YOU CAN MAKE A DIFFERENCE.

Agency: Veterans Affairs, Veterans Health Administration
Location: Sioux Falls, South Dakota
Salary: \$31,315.00 to \$40,706.00 / Per Year
Open Period: Thursday, February 09, 2012 to Wednesday, February 15, 2012

Housekeeping Aid

THIS POSITION IS RESTRICTED BY FEDERAL LAW TO PERSONS ENTITLED TO VETERANS' PREFERENCE. WHO MAY BE CONSIDERED: Applications will only be accepted from the following hiring categories: Current permanent competitive service employees of Sioux Falls VA Health Care System and permanent Veterans Canteen.

Agency: Veterans Affairs, Veterans Health Administration
Location: Sioux Falls, South Dakota
Salary: \$10.38 to \$13.38 / Per Hour
Open Period: Monday, February 06, 2012 to Friday, February 24, 2012

Quality and Training Specialist

This is a virtual position. The individual selected for this position must reside within a reasonable commuting distance of 50 miles from one of the numerous locations listed above. OUR MISSION: To fulfill President Lincoln's promise To care for him who shall have borne the battle, and for his widow, and his orphan.

Agency: Veterans Benefits Administration
Location: Multiple Locations
Salary: \$65,809.00 to \$89,450.00 / Per Year
Open Period: Friday, February 10, 2012 to Tuesday, February 14, 2012

Carpenter

YOU CAN MAKE A DIFFERENCE How would you like to become a part of a team providing compassionate care to Veterans? At the Sioux Falls VA Health Care System (SFVHCS), we strive to hire only the best! Working with and for America's Veterans is a privilege and we pride ourselves on the quality of our work.

Agency: Veterans Affairs, Veterans Health Administration

Once you have found the open vacancy you wish to apply for, click on the title of the position. This will open the full vacancy announcement (shown below).

The screenshot shows the full vacancy announcement for 'Housekeeping Aid'. The top navigation bar includes 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main content area is divided into sections: 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The 'Overview' section is currently selected. It displays the job title 'Housekeeping Aid', the department 'Department Of Veterans Affairs', the agency 'Veterans Affairs, Veterans Health Administration', and the job announcement number 'VHA-438-12-RJM486725'. It also lists the salary range, open period, series & grade, position information, promotion potential, duty locations, and who may be considered. A red arrow points from the 'Housekeeping Aid' title in the search results to the 'Overview' section of this page.

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Veterans Health Administration

Job Title: Housekeeping Aid
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Announcement Number: VHA-438-12-RJM486725

SALARY RANGE: \$10.38 to \$13.38 / Per Hour
OPEN PERIOD: Monday, February 06, 2012 to Friday, February 24, 2012
SERIES & GRADE: WG-3566-01
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 02
DUTY LOCATIONS: 2 vacancy(s) - St. Cloud, MN United States [View Map](#)
WHO MAY BE CONSIDERED: Status Candidates (Merit Promotion and VEOA Eligibles)
JOB SUMMARY:

Vacancy Identification Number (VIN): 598378 (Please include on all documents)

APPLY ONLINE OR BY FOLLOWING THE FAXING INSTRUCTIONS LOCATED IN THE "HOW TO APPLY" SECTION

THIS POSITION IS RESTRICTED BY FEDERAL LAW TO PERSONS ENTITLED TO VETERANS' PREFERENCE.

WHO MAY BE CONSIDERED: Applications will only be accepted from the following hiring categories: Current permanent competitive service employees of Sioux Falls VA Health Care System and permanent Veterans Canteen Service employees, Status eligibles - current career or career-conditional federal employees with competitive status, reinstatement eligibles, Veterans Recruitment Authority (VRA) eligibles, disabled veterans with a 30% or more disability, Veterans Employment Opportunity Act (VEOA) eligibles, certain military spouses, persons with disabilities.

Our mission: To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and his orphan" - by serving and honoring the men and women who are America's Veterans.

Go to section of this Job:

Apply Online
Print Preview
Save Job
Share Job

Agency Information:

St. Cloud VA HCS
 4801 Veterans Drive
 St. Cloud, MN 56303

Questions about this job:
 Randy J. Mehlert
 Phone: (605)336-3230x6429
 Email: RANDALL.MEHLERT@VA.GOV

Job An
 VHA-43

Control Number:
 308008200

The vacancy announcement contains all the information about the position.

The following pages will breakdown the vacancy announcement to give you a better understanding of the information contained within the vacancy announcement.

How to read the Vacancy Announcement

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

Overview

The "Overview" area covers the general information about the agency placing the announcement, general position information, pay plan information, and the "Who May Be Considered" area.

Please pay attention to this area as it will describe who may apply for this position.

What is meant by "Status" candidates?

A "status" candidate means the position is open to all current and former federal employees, and veterans with preference. If the announcement states "Open to all US Citizens" then everybody may apply for the vacancy position.

Duties

The "Duties" area covers what the position will be performing. It is important to review this area carefully and apply this information into your résumé. You could have a better chance of being considered if your résumé relates, in some part, to the information within the "Duties" area.

Qualifications & Evaluations

The "Qualifications & Evaluations" area covers the requirements for that position. These standards are used to evaluate the minimum qualifications required for the position. Please pay special attention to these qualifications as they will inform you of the experience and education requirements for the position.

Benefits & Other Info

The "Benefits & Other Info" area covers general information about the benefits offered by the federal government. Federal employees can review current information about health, dental, vision and life insurance, flexible spending accounts, and long term care insurance. This information can be found at the Office of Personnel Management's web site (www.opm.gov).

How to Apply

The "How to Apply" area contains all the information needed to apply for any open vacancy. From what information is needed within the application package to how to apply (either online or by fax). This is the most important area to read prior to starting any application package!

Required Documents

Pay close attention to the “Required Documents” section located at the bottom of each job announcement

If the required document listed is a VA form, it will have a link
Listed below the document to access the form. The form will
then need to be saved to your computer and uploaded to your
USA Jobs application.

REQUIRED DOCUMENTS:

NOTE: You must use your full legal name when completing all required documents

A complete VA Form 10-2850a, Application for Nurses & Nurse Anesthetists

http://www.stcloud.va.gov/docs/vha_10_2850a_fill.pdf

A copy of your most recent SF-50B "Notification of Personnel Action" (if a federal employee)
A photocopy of your transcripts with degree awarded if you are using education to qualify
DD-214, Certificate of Release or Discharge from Active Duty, indicating your Character of Service (if applicable)
Documentation of Service-Connected disability: Service-Connected disability letter and SF-15 Application for 10-Point Veteran Preference (if applicable) http://www.opm.gov/forms/pdf_fill/sf15.pdf
Documentation of eligibility to be considered as surplus or displaced federal employee (if applicable)

Forms can also be found at: <http://www.stcloud.va.gov/careers/index.asp>

Veterans must submit appropriate documentation as described previously in this vacancy announcement.

If currently employed in the VA system, include a copy of your latest SF-50, Notification of Personnel Action.

Please use this [checklist](#) to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), documentation to support Veterans Preference claims, or ICTAP/CTAP documentation (for displaced Federal employees). You will not be contacted for additional information.

Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application. If you are unable to apply online or unable to upload your supporting documents to your online application, follow the directions located at the following site: [Fax Options](#). The Vacancy ID of the job opportunity announcement is 1435013. NOTE: If you applied online and your application is complete, do not fax the paper application (1203-FX) as this will overwrite your prior online responses and may result in you being found ineligible.

AGENCY CONTACT INFO:
Human Resources
Phone: (320)255-6301
Email: STC.HR@VA.GOV

Agency Information:
Mental Health Service Line
4801 Veterans Drive
St Cloud, MN

Go to section of this Job: [Dropdown menu]

[Apply Online](#)
[Print Preview](#)
[Job Saved](#)
[Share Job](#)

[Agency Contact Info](#)
Job Announcement Number: BA-15-KAE-1435013-BU
Control Number: 407203900

For additional information, see Appendix D.

Starting the Online Application Process

At the floating window on the right of the announcement, click "Apply Online".

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Veterans Health Administration

Job Title: Operations Clerk
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Announcement Number: VHA-438-12-RJM0002VCS

SALARY RANGE: \$11.11 to \$13.07 / Per Hour
OPEN PERIOD: Monday, December 05, 2011 to Friday, December 16, 2011
SERIES & GRADE: VC-0303-06
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 06
DUTY LOCATIONS: 1 vacancy(s) - Sioux Falls, SD United States View Map

Agency Information:
VHA Sioux Falls HCS
Department of Veterans Affairs
2501 West 22nd Street
Sioux Falls, SD
57105
USA

Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job

Important Notice: Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you haven't already logged in, you will need to:

- Enter your username and password
- If you have forgotten your username and password click "Forgot Password" and follow the instructions (**Note:** you will have to return to the vacancy announcement and click Apply Online to restart the application process.)

Home Search Jobs My Account Resource Center Support (1) Welcome Lacy! Sign out

USAJOBS®
"WORKING FOR AMERICA"

Keyword: Location:
Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country Search
Advanced Search >

HINT: Please follow these instructions to transfer information to Application Manager.

Select a résumé and any supporting documents by:

- Click on the résumé you wish to submit
- Click on the additional documents you wish you submit
- Click the required boxes to agree with the statements

It is important that you select the items you want to be included with your application package, if you fail to select your material it will not be uploaded within the Application Manager program.

Click on "Apply for this position now."

Clicking on "**Apply for this position now**" will take you to Application Manager to finish the application process.

My Account Profile Resumes Saved Searches Inbox (1) Saved Jobs Saved Documents Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Encrypted and digitally signed documents cannot be saved in USAJOBS.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document: 1 Cover Letter - Cover Letter Date Uploaded: 7/23/2015
View | Delete

Document: 2 Transcripts - Transcripts Date Uploaded: 7/23/2015
View | Delete

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Please enter a name for this attachment (100 characters max) *

Document Type: Select Document: *

Cover Letter Browse...

The Transition from **USAJOBS®** to Application Manager

One moment please...

We are now bringing you to the system used by the

Veterans Affairs, Veterans Health Administration

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#) ▶

Application Manager is used by some federal agencies to collect online applications and assessment information for specific vacancy announcements.

Application Manager

Welcome to USA Staffing® Application Manager

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

Check out our [Quick Start Guide](#).

Accept and Proceed

Click Here

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Biographic Information

The Navigation Bar in the upper left corner indicates what part of the process you are in and how much is left to complete.

Some information will be pulled from your **USAJOBS®** account.

Application Manager

Vacancy ID: 299321

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Voluntary Services Specialist
Announcement Number: DVA-09-HA299321 USAJOBS Control Number: 1730335
Applicant Name: VA EXAMPLE [Change Name](#)

[Previous](#) [Next](#) [Save](#)

Biographic Data

Address
Room 131

City
Kansas City

State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
MO

Zip Code
64106-

Telephone Number
Use numbers only - no punctuation. Include area code if within United States.

Citizenship
Are you a citizen of the United States?
☒ Yes
☐ No

[Previous](#) [Next](#) [Save](#)

After completing the section, Click "Next", by clicking next you will save your information. Repeat this for each section.

Re-using and uploading Documents in Application Manager

This displays the documents submitted from your profile in **USAJOBS®**.

These are the documents that will be forwarded automatically when you click the "Submit" button in Application Manager.

Any documents previously submitted through Application Manager will be listed under *Documents Available for Re-Use*.

Select any documents to submit by checking the box next to the document you want.

Only click if a document is required, but not listed above.

Documents in Application Package for Vacancy:299321

Document Type	Received	Source	Status	Original File Name
Resume	4/12/2010 2:29:16 PM	USAJOBS	Processed	
Veterans Documentation	4/12/2010 2:43:51:10 PM	Upload	Processed	Resume.doc

Documents in the above table have already been included in your Application Package for this vacancy. Documents in the table below were submitted to a previous Application Package and can be re-used in this Application Package. To re-use one or more documents, check the boxes for the documents you want to include in this Application Package and click the "Include Selected Documents" button. If you do not want to re-use any documents, click the "Next" button to continue to the Document Upload page.

Documents are listed in this table in order from newest to oldest within each source (Fax, Upload, USAJOBS). You can change the order by clicking on the column headings.

Documents Available for Re-Use

Add to Application Package	Document Type	Received	Source	Original File Name	Source Vacancy
<input checked="" type="checkbox"/>	Resume	7/22/2009 3:44:56 PM	Upload	VA Test Applicant Resume.doc	22395
<input checked="" type="checkbox"/>	Resume	2/13/2009 3:23:10 PM	Upload	VA Professional Resume Example.doc	22395

[Re-Use Selected Documents](#) [Hide Selected Documents](#) [UnHide All Documents](#)

[Previous](#) [Next](#) [Save](#)

Upload Documents

Application Manager

Vacancy ID: 110114

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Accountant
Announcement number: 1
Applicant Name: [Change Name]
Previous Next Save

* Required Information

Upload Documents
Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type: - Select a Document Type -
2. Click "Browse" to locate a file and click "Open" to attach it. Browse...
3. Click "Upload": Upload

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.
Faxed Documents may take 2-3 days to appear as Processed.
Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

Documents On File

Document Type	Received	Source	Status	Original File Name
[Empty Table]				

Understanding This Table:
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 5-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

The upload documents section of the online application process provides another opportunity to submit any additional documents that are not within your **USAJOBS®** account.

Please follow the on-screen instructions to upload additional documents into your application.

The Documents on File will include all items sent from your **USAJOBS®** account.

Hints

- ⇒ You do not have to upload documents in Application Manager if you have already uploaded the documents in your account with **USAJOBS®**.
- ⇒ Refer to the "Required Documents" area of the "How to Apply" section within the vacancy announcement for a complete list of required documents.
- ⇒ Failure to submit all applicable required documents may result in your application package not being considered for the open position.

Submit Application

Application Manager

Vacancy ID: 299321

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Voluntary Services Specialist
Announcement Number: DVA-09-HA299321 USAJOBS Control Number: 1730335
Applicant Name: VA EXAMPLE [Change Name](#)

User: VAEXAMPLE01

Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.
After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit? **Not ready?**

[Submit My Answers](#)

Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.

What would you like to do next?

- Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
- Work on a different Application Package. Go to Application Manager Main.
[Main](#)
- Leave Application Manager
[Logout](#)

IMPORTANT!!!

You **MUST** click "Submit My Answers" to complete your application.

Note: If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

A confirmation of your submitted application package will appear as below.

Application Manager

Vacancy ID: 112536

Re-Use Documents
Upload Documents
View/Print My Answers

Confirmation of your Submission to USA Staffing® Application Manager

Please be sure to review the **How to Apply** section of the job announcement for any additional steps required to complete the application process. Once you have completed the application requirements, you can usually expect to receive a notification of your eligibility either by mail or electronic email in about 2 weeks after the closing date of the job announcement.

If you have questions concerning this position or the application process, please contact the person listed in the "Questions?" area at the bottom of the job announcement. TEST LANGUAGE AT THE CUSTOMER LEVEL CUSTOMER = HR OFFICE AF

Submission Details

Job Title: Human Resources Specialist
Job Announcement Number: 13-112536-Test
Vacancy Identification Number (VIN): 112536
USAJOBS Control Number: 304741100
Submission Date and Time: 3/21/2013 4:45:10 PM
Name: MARY MACK

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below:
<http://my.usajobs.gov/Account/Login>

[Return to USAJOBS](#)

SUCCESS!

You have successfully applied for this position!

Click View/Print My Answers on the Navigation Bar to see and print your responses.

Click here to return to [USAJOBS®](#).

Check the Status of Application Packages

Return to your account in [USAJOBS®](#). Select "Application Status" to see the status of all application packages you have submitted.

USAJOBS®
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center Welcome Rhonda! | Sign out

What: Where: Radius: 20 miles

My Account

- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status**

IMPORTANT! Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

Each record will be deleted 36 months after the Last Application Date. To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

Notification Settings
Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

☒ When jobs I have applied to have closed.
☒ When the status of an application I've submitted changes.

To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

[View Hidden Applications](#)

Search: Showing 1 to 2 of 2 entries

Details	Organization	Job State	Close Date	Last Apply	Last Update	Status
Hide Human Resources Specialist Job Number: VZ-12-TDC-665075 Pay Plan: GS-0201-11/11 Location: US-Minnesota-Saint Cloud	Department Of Veterans Affairs, Veterans Health Administration	Closed	05/31/2012	05/26/2012	06/11/2012	Eligible - Application Not Referred to Selecting Official more information...
Hide Supervisory, Program Support Assistant Job Number: ORL-12-AM-673106 R-19 Pay Plan: GS-0303-08/08 Location: US-Florida-Orlando	Department Of Veterans Affairs, Veterans Health Administration	Closed	06/05/2012	05/30/2012	05/30/2012	Application Received more information...

Showing 1 to 2 of 2 entries

For detailed information regarding your application, click on "more information". This will take you to the details page within Application Manager for more information about your application.

Application Manager

Help Return to USAJOBS

Application Package Status: Complete

Job Title: Human Resources Specialist
Vacancy Identification Number: 112536
Announcement Number: 13-112536-Test
USAJOBS Control Number: 304741100
Applicant: MARY MACK

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. ([Explain This](#))

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Details Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	3/21/2013 4:56:31 PM	

Documents
* Security Alert: Protect your privacy

Status	Document Type	Source	Re-Use Document	Date Received	Original File Name
View Processed	Resume	USAJOBS		03/21/2013 04:43 PM	Test Applicant Resume
View Received-Pending Virus Scan	Cover Letter	USAJOBS		03/21/2013 04:43 PM	Cover Letter
View Processed	DD-214	USAJOBS		03/21/2013 04:43 PM	Vet Doc
View Processed	SF-50	USAJOBS		03/21/2013 04:43 PM	SF-50
Not Received	Transcript				

Messages

Message Type	Date Emailed	Date Printed
View Acknowledgement Letter	3/21/2013 4:46:57 PM	

Application Processing Status

Status	Date Submitted
View Complete	3/21/2013 4:56:31 PM

Within Application Manager, the details page provides information on Assessments, Documents, Messages, and Application Processing Status.

Remember:

Up-to-date information on the status of your application package can be found 24 hours a day in your "Application Status" section of [USAJOBS®](#).

Applying For a Federal Position

Vacancy announcements for federal jobs will describe the information needed to complete an application such as the description of the work to be performed; minimum required qualifications; and how to submit your application and the closing date of the announcement. You have the option of applying for all vacancy announcements through online or fax procedures, which may require special forms and instructions.

Important Tip: *Remember, in the Federal government, a full and complete application package is to your benefit! An incomplete application package often precludes an applicant from further consideration!*

The résumé you use to apply for Federal jobs will differ from those in the civilian (corporate) workplace. Please review these helpful hints (listed below) when building your Federal résumé:

- ♦ **Formats:** Federal résumés have specific formats, which differ from those in the civilian workplace. These include specific information, order, character counts, page length requirements and fields. Review the "Duties" area of the vacancy announcement and tailor your federal résumé to that position.
- ♦ **Required information:** Federal résumés require specific information such as job start and end month (and sometimes) day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; training, including course name, date and number of hours; and other information typically not included in corporate résumés. If this information is not included, an application may be rejected.
- ♦ **Length:** Federal résumés (3-15 pages) are typically much longer than corporate résumés (1-2 pages in general). They require detailed descriptions of duties repeated for each job you did them in. They also must specifically spell out how the applicant meets all requirements and has done most of the duties for the job they are applying for or the application could be rejected. Like corporate résumés, Federal résumés must detail accomplishments.

You should consider your résumé as a proposal you are submitting in order to work for the government. Your résumé should carefully match the job announcement, with serious consideration regarding your ability to perform the job. If you spend time and look at samples of federal résumés versus résumés from the private sector, you could find yourself being referred to a selecting official for consideration and an interview; and maybe even hired into the open position.

Federal Résumés within USAJOBS®

After you click on the "Create a Résumé" button and register with the **USAJOBS®** Web site, you'll see that the résumé-building process has five basic steps: Experience, Education, Other, References, and Preview and Finish. As you complete the résumé building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on with a little more detail. If you have a résumé already prepared (e.g. in Microsoft Word or Adobe PDF format) then you can just upload that document into your profile within **USAJOBS®**, however, make note of the above comments so your corporate résumés meets the Federal criteria.



[Select the blue question marks for an explanation of that specific](#)

What is Required in an Application Package?

Vacancy announcements for federal jobs will describe the information needed to complete an application, including a description of the work to be performed, minimum required qualifications, how to submit your application and the closing date of the announcement.

To apply for any open vacancy, **you must provide a complete application package.** Ensure all required application documents are submitted by 11:59 p.m. EASTERN TIME (ET) on the closing date of the announcement, in order to be considered for any position. If you do not submit **all** the required documents your application will not be considered for the position. Please review the "Required Documents" section of the vacancy announcement.

HINT:

It is highly advised to print out the vacancy announcement and occupational questionnaire and refer to it while preparing your application package.

All Applicants please include:

- A complete and Federal résumé.
- Occupational Questionnaire. (*This is located in the Application Manager program after you click the "Apply Online" button.*)
- Copy of Unofficial Transcript(s). (*If required within the qualifications section of the vacancy announcement.*)
- Other documents listed in the Required Documents section of the job announcement.

Current and former Federal Employees please include :

- SF-50 "Notification of Personnel Action" - All previous and current Federal employees must provide their last or most recent SF-50, "Notification of Personnel Action".

Veteran Applicants applying for preference please include :

- Veterans Preference eligible, including 30% or more disabled, must submit a legible copy(ies) of ALL MEMBER 4, DD-214's showing dates of service and character of service (honorable, general, etc.). More than one DD-214 may be submitted to show all dates of active military service. If you are a Veteran and do not know what your status would be, then please review the Department of Labor's Veterans Preference website at <http://www.dol.gov/elaws/vetspref.htm> to determine your current status.
- Disabled Veterans and other Veterans eligible for 10-point preference must submit an SF-15 with current proof of a service-connected disability. **10-point preference can only be given when this form is submitted.*
- VA Civil Service Preference Letter - If applying for 10-point Veterans preference using an SF-15 (as stated in item #2 above) you must also include a copy of your Civil Service Preference Letter. A Civil Service Preference Letter can be obtained from the nearest Veterans Benefits Administration Regional Office (1-800-827-1000).

Different Methods of to Submit an Application Package

Application packages for open vacancy announcements within the St. Cloud VA Health Care System can be submitted through one of the below listed options. *Please ensure that you are submitting your application package only once per vacancy.* Here are the available options you can use to apply for any open vacancies:

Option 1: Online Application Submission

- Step 1: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: *Completely read and print out the vacancy announcement.*
- Step 3: Click the "Apply Online" button to apply for this position.
- Step 4: Read and follow all the prompts to transfer your résumé and supporting documents from "USAJOBS®" to "Application Manager".
- Step 5: Complete the online occupational questionnaire within "Application Manager".
- Step 6: Review your application package and then click the "Submit My Answers" button at the end of the process (within "Application Manager") to apply for the vacancy.

Option 2: Combination of Online and Fax Application Submission

- Step 1: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: *Completely read and print out the vacancy announcement.*
- Step 3: Click the "Apply Online" button to apply for this position.
- Step 4: Read and follow all the prompts to transfer your résumé from "USAJOBS®" to "Application Manager".
- Step 5: Complete the online occupational questionnaire in "Application Manager".
- Step 6: Please click the "Submit My Answers" button at the end of the process to apply for the vacancy.
- Step 7: Fax all the *required documents* listed within the vacancy announcement you *did not upload* within "USAJOBS®" or "Application Manager" to the following fax number **1-478-757-3144**.
- Step 8: Complete the fax cover page <http://staffing.opm.gov/pdf/usascover.pdf> when faxing your documents.

APPENDIX C cont.

Option 3: Fax only Application Submission

If you cannot apply online:

Step 1: Please review the “**Required Documents**” area to ensure that all the required documents are faxed together with your application package.

Step 2: Print the OPM Form 1203-FX to provide your responses to the occupational questionnaire.
(Please note: The numbering on the Occupational Questionnaire may not match the numbering on the answer sheet. Please contact the Human Resources at (320)255-6301 should you have any questions on the above.)

Step 3: Fax the completed OPM Form 1203-FX along with all the required documents to **1-(478) 757-3144**. Your 1203-FX form needs to be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.

Step 4: Keep a copy of your fax receipt in case verification is needed.

Faxed documents submitted with missing information will not be processed. It is recommended that on the fax cover page and the OPM Form 1203-FX that you print neatly with capital letters to ensure your application package materials are properly received. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, illegible, or invalid Vacancy ID number.
- Missing, incomplete, or illegible SSN or name.

For optimum accuracy:

- It is recommended that characters be written in all capital letters and printed neatly to ensure the faxed material is uploaded properly.
- Do not write on or outside the boxes.
- Do not use special characters.
- The below is an example of how to fill out the boxes.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9																

Shade circle like this: ●
Not like this: ⊗ ⊙

Resource Center

You may visit [USAJOBS®](#) Resource Center where you can find tutorials for using different areas of [USAJOBS®](#) and information about Federal Employment, applying for Federal jobs, Veterans Information, and other areas to assist you with the application process.

Home Search Jobs My Account **Resource Center** SIGN IN OR CREATE AN ACCOUNT

USAJOBS®
"WORKING FOR AMERICA"
Resource Center

Search Jobs Where: [Advanced Search >](#) [Accessible Version](#)

BROWSE ADVICE ON:

- [USING USAJOBS >](#)
- [FEDERAL EMPLOYMENT](#)
- [APPLYING FOR A FEDERAL JOB](#)

SPECIAL INFO FOR:

- [INDIVIDUALS WITH DISABILITIES](#)
- [VETERANS](#)
- [STUDENTS AND RECENT GRADUATES](#)
- [SENIOR EXECUTIVES](#)

Tutorials

- [The Job Search](#)
- [Using Keywords to Maximize Your Search Results](#)
- [Security Center](#)

Frequently Asked Questions

[Find and view answers](#) to our most frequently asked questions, or search for answers by a particular topic or keyword(s).

Contact Us

If your question is still unanswered, or you have a comment or suggestion, [contact us](#). We will get back to you as soon as possible. Your interest and patience are appreciated.

Spotlight

Department of Veterans Affairs
An Equal Opportunity Employer

Pharmacists: Start The Career of a Lifetime at VA
Now's your time to join forces with over 6,000 VA pharmacists working to advance the care of our Nation's heroes.
[read more...](#)

[VIEW ALL SPOTLIGHTS](#)

